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ABSTRACT

The document lists the Mountain-Plains curriculum by job title (where applicable), including support courses. The curriculum areas covered are mathematics skills, communication skills, office education, lodging services, food services, marketing and distribution, welding support, automotive, small engines, career guidance, World of Work, health education, consumer education, home management, parent involvement, carpenter, electronics assembler, electrical wireman, plumber, heating systems serviceman, refrigeration/cooling systems serviceman, appliance serviceman, radio and television serviceman, electric motor repairman, draftsman, and leadership training. Also included are charts showing the levels of difficulty in basic and advanced communication skills courses. The remainder of the document is a compilation of curriculum areas by course titles showing number of units and numbers of LAPs (Learning Activity Packages) with subtotals, totals, and grand total. (BP)

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MOUNTAIN-PLAINS CURRICULUM

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Mountain-Plains Education & Economic Development Program, Inc.

CE003595

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MOUNTAIN-PLAINS CURRICULUM LISTED BY CURRICULUM AREA, JOB TITLE (where applicable) AND COURSE

Support Courses are listed by Job Titles.

CA 11: Mathematics Skills

.01	Numeration - Place Value
.02	Addition - Subtraction
.03	Multiplication - Division
.04	Geometry - Measurement
.06	Algebra

CA 15: Communication Skills

Basic Communication Skills *
Advanced Communication Skills *

CA 24: Office Education

Bookkeeper

.01	Accounting
.02	Business Writing
.03	Ten Key Adding Machine
.05	Electronic Calculator
.08	Filing
.10	Keypunch
.13	Full Keyboard Adding Machine
.17	Keyboard Typing

Keypunch Operator

.06	Data Processing
.10	Keypunch
.17	Keyboard Typing

Clerk-Typist

.02	Business Writing
.03	Ten Key Adding Machine
.04	Printing Calculator
.05	Electronic Calculator
.08	Filing
.13	Full Keyboard Adding Machine
.17	Keyboard Typing
.18	Production Typing
.19	Machine Transcription
.21	Modern Office Procedures

* See attached diagrams, pages 12 and 13.

CA 24: Office Education (continued)

Clerk

.03 Ten Key Adding Machine
.08 Filing
.17 Keyboard Typing
.18 Production Typing
.21 Modern Office Procedures

Clerk Stenographer

.01 Accounting (four units)
.02 Business Writing
.03 Ten Key Adding Machine
.04 Printing Calculator
.05 Electronic Calculator
.08 Filing (one unit)
.10 Keypunch (two units)
.13 Full Keyboard Adding Machine
.15 Beginning Shorthand
.16 Shorthand Transcription
.17 Keyboard Typing
.18 Production Typing
.19 Machine Transcription
.20 Secretary On The Job

Accounting Clerk

.01 Accounting (four units)
.03 Ten Key Adding Machine
.04 Printing Calculator
.05 Electronic Calculator
.03 Filing (one unit)
.13 Full Keyboard Adding Machine
.17 Keyboard Typing

Office Education support for CA 25: Lodging (Night Auditor and Assistant Manager Trainee)

and

Support for CA 26: Food Services (Restaurant Manager Trainee and Bakery Manager Trainee)

.01 Accounting (three units)
.03 Ten Key Adding Machine

Office Education support for CA 27: Marketing & Distribution (Mid-Management Trainee)

.01 Accounting

CA 25: Lodging Services

Maid

.01 Housekeeping Operations (one unit)

Supervisory Housekeeper

.01 Housekeeping Operations

Desk Clerk

.02 Front Desk Procedures
.03 Night Auditing Procedures

Night Auditor

.02 Front Desk Procedures
.03 Night Auditing Procedures

Support: 24.01 Accounting (three units)
24.03 Ten Key Adding Machine

Assistant Manager Trainee

.02 Front Desk Procedures
.03 Night Auditing Procedures

Support: 24.01 Accounting (three units)
24.03 Ten Key Adding Machine
26.01 Kitchen Helper (one unit)
26.04 Restaurant Manager Trainee (one unit)
27.11 Purchasing (one unit)
27.12 Business Finance & Control (two units)

CA 26: Food Services

Restaurant Cook

.01 Kitchen Helper
.02 Short Order Cook
.03 Restaurant/Institutional Cook

Institutional Cook

.01 Kitchen Helper
.02 Short Order Cook
.03 Restaurant/Institutional Cook

Kitchen Supervisor Trainee

.01 Kitchen Helper
.02 Short Order Cook
.03 Restaurant/Institutional Cook

CA 26: Food Services (continued)

Support: 27.04 Marketing Mathematics
.02 Procedures for Inventory, Incoming Merchandise and Pricing (Activities .01-.03)
27.11 Purchasing
.02 Food and Beverage Purchasing (Activities .01-.07)

Second Baker

.01 Kitchen Helper
.06 Second Baker

Bakery Manager Trainee

.01 Kitchen Helper
.06 Second Baker

Support: 27.04 Marketing Mathematics
.02 Procedures for Inventory, Incoming Merchandise and Pricing (Activities .01-.03)
27.11 Purchasing
.02 Food and Beverage Purchasing (Activities .01-.03)
27.12 Business Finance & Control
.01 Fundamentals of Finance (Activities .01-.07)
24.01 Accounting
.01 Classifying & Examining Accounts (Activities .01-.06)
.02 Ledger, Worksheet & Financial Statement (Activities .01-.05)
.04 Payroll Transactions & Data Processing (Activities .01-.02)
24.03 Ten Key Adding Machine
.01 Introduction/Addition/Subtraction (Activities .01-.04)
.02 Multiplication (Activities .01-.03)

Restaurant Manager Trainee

.01 Kitchen Helper
.02 Short Order Cook
.03 Restaurant/Institutional Cook
.04 Restaurant Manager Trainee

Support: 27.04 Marketing Mathematics
.02 Procedures for Inventory, Incoming Merchandise and Pricing (Activities .01-.03)
27.11 Purchasing
.02 Food and Beverage Purchasing (Activities .01-.07)

CA 26: Food Services (continued)

27.12 Business Finance & Control
.01 Fundamentals of Finance
(Activities .01-.07)
.03 Food and Beverage Control
(Activities .01-.03)
24.01 Accounting
.01 Classifying & Examining Accounts
(Activities .01-.06)
.02 Ledger, Worksheet & Financial
Statement (Activities .01-.05)
.04 Payroll Transactions & Data
Processing (Activities .01-.02)
24.03 Ten Key Adding Machine
.01 Introduction/Addition/Subtraction
(Activities .01-.04)
.02 Multiplication (Activities .01-.03)

Chef Trainee

.01 Kitchen Helper
.02 Short Order Cook
.03 Restaurant/Institutional Cook
.05 Chef Trainee

Support: 27.04 Marketing Mathematics
.02 Procedures for Inventory, Incoming
Merchandise and Pricing
(Activities .01-.03)
27.11 Purchasing
.02 Food and Beverage Purchasing
(Activities .01-.07)
27.12 Business Finance & Control
.02 Food and Beverage Control
(Activities .01-.03)

CA 27: Marketing & Distribution

Mid-Management Trainee

.01 Marketing Operation
.02 Merchandise Distribution Procedures
.03 Human Relations in Marketing
.04 Marketing Mathematics
.05 Cash Register Operation
.06 Visual Merchandising
.07 Basic Salesmanship
.08 Customer Services
.09 Advanced Salesmanship
.10 Advertising and Promotion
.11 Purchasing
.12 Business Finance and Control
.13 Supervisory Skills

CA 27: Marketing & Distribution (continued)

Support: 24.01 Accounting

Checker-Cashier

.01 Marketing Operation
.02 Merchandise Distribution Procedures
.03 Human Relations in Marketing
.04 Marketing Mathematics
.05 Cash Register Operation

Professional Salesperson

.01 Marketing Operation
.02 Merchandise Distribution Procedures
.03 Human Relations in Marketing
.04 Marketing Mathematics
.05 Cash Register Operation
.06 Visual Merchandising
.07 Basic Salesmanship
.08 Customer Services
.09 Advanced Salesmanship
.10 Advertising and Promotion

General Salesperson

.01 Marketing Operations
.02 Merchandise Distribution Procedures
.03 Human Relations in Marketing
.04 Marketing Mathematics
.05 Cash Register Operation
.06 Visual Merchandising
.07 Basic Salesmanship
.08 Customer Services

Shipping and Receiving Clerk

.01 Marketing Operations
.02 Merchandise Distribution Procedures
.03 Human Relations in Marketing
.04 Marketing Mathematics (one unit)

Marketing & Distribution support for CA 26: Food Services (Chef Trainee)

.04 Marketing Mathematics (one unit)
.11 Purchasing (one unit)
.12 Business Finance & Control (one unit)

Marketing & Distribution support for CA 26: Food Services (Restaurant Manager Trainee)

.04 Marketing Mathematics (one unit)
.11 Purchasing (one unit)
.12 Business Finance & Control (two units)

CA 27: Marketing & Distribution (continued)

Marketing & Distribution support to CA 26: Food Services (Bakery Manager Trainee)

.04 Marketing Mathematics (one unit)
.11 Purchasing (one unit)
.12 Business Finance & Control (one unit)

Marketing & Distribution support for CA 26: Food Services

.04 Marketing Mathematics (one unit)
.11 Purchasing (one unit)

Marketing & Distribution support to CA 25: Lodging (Assistant Manager)

.11 Purchasing (one unit)
.12 Business Finance & Control (two units)

CA 36: Welding Support

.01 Gas Welding
.02 Arc Welding

CA 37: Automotive

Transmission Mechanic

.01 Automotive Shop Safety
.02 Tools and Equipment
.10 Transmissions
.12 Parts and Accessories
.13 Detailing and Servicing

Engine Rebuilder

.01 Automotive Shop Safety
.02 Tools and Equipment
.09 Engine Repair
.12 Parts and Accessories

Light Duty Mechanic

.01 Automotive Shop Safety
.02 Tools and Equipment
.03 Brake Systems
.04 Suspension Systems
.05 Electrical Systems
.06 Automotive Fuel Systems
.07 Emission Systems
.09 Engine Repair
.12 Parts and Accessories
.13 Detailing and Servicing

CA 37: Automotive (continued)

Support: 36.01 Gas Welding (three units)

Engine/Transmission Repairman

.01 Automotive Shop Safety
.05 Electrical Systems
.08 Tune-Up
.09 Engine Repair
.10 Transmissions
.12 Parts and Accessories
.13 Detailing and Servicing

General Mechanic

.01 Automotive Shop Safety
.03 Brake Systems
.04 Suspension Systems
.05 Electrical Systems
.06 Automotive Fuel Systems
.07 Emission Systems
.08 Tune-Up
.09 Engine Repair
.10 Transmissions
.12 Parts and Accessories
.13 Detailing and Servicing

Support: 36.01 Gas Welding
36.02 Arc Welding

Tune-Up and Engine Repairman

.01 Automotive Shop Safety
.05 Electrical Systems
.06 Automotive Fuel Systems
.07 Emission Systems
.08 Tune-Up
.09 Engine Repair
.13 Detailing and Servicing

Brake and Front-End Mechanic

.01 Automotive Shop Safety
.02 Tools and Equipment
.03 Brake Systems
.04 Suspension Systems
.12 Parts and Accessories
.13 Detailing and Servicing

Support: 36.01 Gas Welding
36.02 Arc Welding

CA 37: Automotive (continued)

Tune-Up/Auto Air Conditioning Repairman

.01 Automotive Shop Safety
.02 Tools and Equipment
.05 Electrical Systems
.06 Automotive Fuel Systems
.07 Emission Systems
.08 Tune-Up
.09 Engine Repair
.11 Auto Air Conditioning
.12 Parts and Accessories

CA 38: Small Engines

Small Engine Mechanic

.01 Basic Small Engines
.02 Chainsaw
.03 Snowmobile
.04 Motorcycles
.05 Outboard Engines

Support: 36.01 Gas Welding
.01 Safety (Activity .01)
.02 Bottle & Regulator Construction (Activity .01)
.03 Oxygen-Acetylene Cutting (Activities .01-.02)
.04 Oxygen-Acetylene Welding (Activities .01-.09)
36.02 Arc Welding
.01 Fundamentals of Arc Welding (Activities .01-.08)
.02 Pad Weld (Activities .01-.02)
.03 Butt Weld (Activities .01-.03)
.05 Lap Weld (Activities .01-.02)

CA 46: Career Guidance

.01 Awareness
.02 Exploration

CA 47: World of Work

.01 World of Work

FAMILY CORE CURRICULUM

CA 51: Health Education

.01 Introduction to Health Education
.02 Family Health

CA 61: Consumer Education

.01 Consumer Education

CA 63: Home Management

.01 Home Management

CA 66: Parent Involvement

.01 Interaction with Children
.02 Infant and Toddler
.03 Pre-School Child
.04 Middle-Age Child
.05 Adolescent

CA 70: Carpenter

.01 Rough-In
.02 Finish
.03 General Procedures and Practices for Building Trades and Services

Support: 79.02 Blueprint Reading
.02 Introduction to Building Trades Blueprint Reading (Activities .01-.28)
.03 Blueprint Reading for Carpentry (Activities .01-.24)

CA 71: Electronics Assembler

.01 Preparation for Electronic Assembly
.02 Electronic Assembly

CA 72: Electrical Wireman

.01 Electrical Wiring Rough-In
.02 Electrical Wiring Trim-Out

Support: 79.02 Blueprint Reading
.02 Introduction to Building Trades Blueprint Reading (Activities .01-.28)
77.01 D. C. Circuits (Units .01-.10)
77.02 A. C. Circuits (Units .01-.03)

CA 73: Plumber

.01 Drainage and Vent Systems
.02 Supply Piping Systems
.03 General Procedures and Practices for Building Trades and Services

Support: 79.02 Blueprint Reading
.02 Introduction to Building Trades Blueprint Reading (Activities .01-.28)
.04 Blueprint Reading for Plumbing (Activities .01-.39)

CA 74: Heating Systems Serviceman **

.01 Heating Systems and Servicing

Support: 79.02 Blueprint Reading
.02 Introduction to Building Trades Blueprint Reading (Activities .01-.28)
.05 Blueprint Reading for Sheet Metal (Activities .01-.33)

CA 75: Refrigeration/Cooling Systems Serviceman **

.01 Refrigeration/Cooling Systems

CA 76: Appliance Serviceman

.01 Heater-Type Appliances
.02 Motor Operated Appliances

Support: 77.01 D. C. Circuits (Units .01-.10)
77.02 A. C. Circuits (Units .01-.03)
78.01 Electric Motor Repair
.01 Electric Motor Fundamentals (Activities .01-.05)
75.01 Refrigeration/Cooling Systems
.01 Refrigeration Systems (Activities .01-.03)
.02 Evacuating, Charging and Leak Testing Refrigeration Systems (Activities .01-.03)
.03 Fundamentals of Refrigeration and Controls (Activities .01-.05)

CA 77: Radio & Television Serviceman

.01 D. C. Circuits
.02 A. C. Circuits
.03 Basic Radio Theory and Component Assembly
.04 Television Repair

CA 78: Electric Motor Repairman **

.01 Electric Motor Repair

CA 79: Draftsman

.01 Basic Drawing

CA 81: Leadership Training

.01 Leadership Training

** CA 76: Appliance Serviceman is a prerequisite to CA 74: Heating Systems Serviceman, CA 75: Refrigeration/Cooling Systems Serviceman and CA 78: Electric Motor Repairman

BASIC COMMUNICATION SKILLS

COURSE TITLES	Levels of Difficulty approximate grade equivalent 3.5	4.5	5.5	6.5	7.5	8.5
	E	F	G	H	I	J
Structural Analysis						
Vocabulary Development						
Reading Comprehension						
Structural Patterns						
Reference Skills						

ADVANCED COMMUNICATION SKILLS

approximate grade equivalents	Level 8.5	9.5	10.5	11.5	12.5	13.5
	K	L	M	N	O	
COURSE TITLES						
Spelling Patterns						
Vocabulary Development						
Mechanics						
Grammar						
Useage						
GED Preparation Only						
Literary Patterns						
Social Sciences						
Science						

GED - All courses up to and including Level N

Level O - is used for some occupational areas.

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MOUNTAIN-PLAINS CURRICULUM

COMPILATION OF CURRICULUM AREAS BY COURSE TITLES, NUMBERS OF UNITS AND NUMBERS OF LAPS WITH SUB TOTALS, TOTALS AND GRAND TOTAL

December 1974

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SUMMARY:		GROSS LAPS	NET LAPS	# OF UNITS
CA 11:	Mathematics Skills	402	402	41
CA 15:	Basic Communicaton Skills	51	51	0
CA 15:	Advanced Communication Skills	40	40	0
CA 24:	Office Education	322	322	69
CA 25:	Lodging	82	82	15
CA 26:	Food Services	40	37	7
CA 27:	Marketing & Distribution	135	135	32
CA 36:	Welding	32	32	9
CA 37:	Automotive	276	276	65
CA 38:	Small Engines	160	160	41
CA 46:	Career Guidance	19	19	8
CA 47:	World of Work	7	7	1
CA 51:	Health Education	36	36	6
CA 61:	Consumer Education	21	21	7
CA 63:	Home Management	16	16	5
CA 66:	Parent Involvement	46	46	30
CA 70:	Carpenter	128	128	12
CA 71:	Electronics Assembler	72	72	12
CA 72:	Electrical Wireman	56	56	9
CA 73:	Plumber	75	67	9
CA 74:	Heating Systems Serviceman	33	33	3
CA 75:	Refrigeration/Cooling Systems Mechanic	27	26	6
CA 76:	Appliance Serviceman	69	69	13
CA 77:	Radio & Television Serviceman	233	233	34
CA 78:	Electric Motor Repair	44	44	8
CA 79:	Draftsman	212	212	15
CA 81:	Leadership Training	33	33	8
	Total	2667	2655	465

COURSE TITLES:		# OF UNITS	# OF LAPS
CA 11: Mathematics Skills			
Numberation-Place Value		8	63
Addition-Subtraction		8	65
Multiplication-Division		6	52
Geometry Measurement		7	61
Algebra		12	161
	Total	41	402
CA 15: Basic Communication Skills			
E			5
F			10
G			7
H			10
I			10
J			9
	Total	0	51
CA 15: Advanced Communication Skills			
K			11
L			8
M			8
N			7
O			6
	Total	0	40
CA 24: Office Education			
Accounting		7	36
Business Writing		2	17
Ten Key Adding Machine		2	7
Printing Calculator		2	8
Electronic Calculator		4	26
Data Processing		5	15
Filing		2	4
Key Punch		4	18
Full Keyboard Adding Machine		2	9
Beginning Shorthand		2	39
Shorthand Transcription		3	12
Keyboard Typing		4	21
Production Typing		6	43
Machine Transcription		5	19
Secretary on the Job		14	29
Modern Office Procedures		5	19
	Total	69	322

COURSE TITLES:		# OF UNITS	# OF LAPS
CA 25: Lodging			
Housekeeping Operations		7	30
Front Desk Procedures		4	31
Night Auditing Procedures		4	21
	Total	15	82
CA 26: Food Services			
Kitchen Helper		2	8
Short Order Cook		1	6
Restaurant/Institutional Cook		1	8
Restaurant Manager		1	4
Chef Trainee		1	4 *
Second Baker		1	10 **
	Total	7	40
CA 27: Marketing & Distribution			
Marketing Operation		3	8
Merchandise Distribution Procedures		3	13
Human Relations in Marketing		2	8
Marketing Mathematics		2	6
Cash Register Operation		3	11
Visual Merchandising		1	5
Basic Salesmanship		2	12
Customer Services		2	7
Advanced Salesmanship		4	15
Advertising & Promotion		2	9
Purchasing		2	15
Business Finance Control		3	13
Supervisory Skills		3	13
	Total	32	135
CA 36: Welding			
Gas Welding		4	15
Arc Welding		5	17
	Total	9	32

* 2 LAPs are used from 26.04.01 (Restaurant Manager)
** 1 LAP is used from 26.03.01 (Restaurant/Institutional Cook)

COURSE TITLES:		# OF UNITS	# OF LAPS
CA 37: Automotive			
Automotive Shop Safety		1	4
Tools and Equipment		3	9
Brake Systems		7	22
Suspension Systems		6	24
Electrical Systems		6	24
Automotive Fuel Systems		6	23
Emission Systems		2	13
Tune Up		5	18
Engine Repair		7	30
Transmissions		8	68
Auto Air Conditioning		7	21
Parts & Accessories		3	10
Detailing & Servicing		4	10
	Total	65	276
CA 38: Small Engines			
Basic Small Engines		21	112
Chainsaw		5	7
Snowmobile		5	15
Motorcycles		5	12
Outboard Engines		5	14
	Total	41	160
CA 46: Career Guidance			
Awareness		5	11
Exploration		3	8
	Total	8	19
CA 47: World of Work			
World of Work	Total	1	7
CA 51: Health Education			
Introduction to Health Education		2	17
Family Health		4	19
	Total	6	36

COURSE TITLES:		# OF UNITS	# OF LAPS
CA 61: Consumer Education	Total	7	21
CA 63: Home Management	Total	5	16
CA 66: Parent Involvement			
Interaction With Children		2	6
Infant & Toddler		3	10
Preschool Child		3	13
Middle Age Child		2	12
Adolescence		2	5
	Total	30	46
CA 70: Carpenter			
Rough-In		4	72
Finish		5	48
General Procedures & Practices For Building Trades & Services		3	8 *
	Total	12	128
CA 71: Electronics Assembler			
Preparation for Electronics Assembly		6	58
Eletronic Assembly		6	14
	Total	12	72
CA 72: Electrical Wireman			
Electrical Wiring Rough-In		4	30
Electrical Wiring Trim-Out		5	26
	Total	9	56
CA 73: Plumber			
Drainage & Vent Systems		2	28
Supply Piping Systems		4	39
General Procedures and Practices for Building Trades & Services		3	8 **
	Total	9	75

* See Plumber (CA 73)
** Same as 70.03 (see Carpenter: CA 70)

COURSE TITLES:		# OF UNITS	# OF LAPS
CA 74: Heating Systems Serviceman			
Heating Systems and Servicing	Total	3	33
CA 75: Refrigeration/Cooling Systems Mechanic			
Refrigeration/Cooling Systems	Total	6	27 *
CA 76: Appliance Serviceman			
Heater Type Appliances		6	29
Motor Operated Appliances		7	40
	Total	13	69
CA 77: Radio & Television Serviceman			
D.C. Circuits		10	38
A.C. Circuits		8	26
Basic Radio Theory & Component Assembly		7	39
Television Repair		9	130
	Total	34	233
CA 78: Electric Motor Repair			
Electric Motor Repair	Total	8	44
CA 79: Draftsman			
Basic Drawing		11	88
Blueprint Reading		4	124 **
	Total	15	212
CA 81: Leadership Training			
Leadership Training Workshop		3	18
Leadership Training Workshop II		5	15
	Total	8	33

* One LAP "Remote Mounted Thermostat" is the same as 74.01.02.15.
** Support only to Building Trades & Services